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County of Los Angeles  
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July 02, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

18 July 2, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by changing the salary of one unclassified Management Appraisal and Performance Plan (MAPP) classification and by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the salary of one unclassified MAPP classification in the Department of Military and Veterans Affairs and to reclassify 29 positions to implement results of classification studies in the Departments of Children and Family Services, Health Services, Internal Services, Public Health, and Regional Planning.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary

goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

### Salary Change

We are recommending a salary range adjustment for one unclassified MAPP classification (Attachment A). Specifically, we are recommending a salary range increase for Director, Military and Veterans Affairs, from salary range R11 to R12, to reflect the increased demand in services and the expanding role of the Department of Military and Veterans Affairs.

### Reclassifications

Based upon individual position studies, we recommend that 29 positions in five departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

### **Implementation of Strategic Plan Goals**

Your Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual costs for the 29 positions that will be reclassified is estimated to total \$212,943 (all funds). Net County cost is estimated to be \$119,485. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Honorable Board of Supervisors

7/2/2013

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Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

AE:KP:ra

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**ATTACHMENT A**

**UNCLASSIFIED MAPP CLASSIFICATION  
RECOMMENDED FOR SALARY CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule &amp; Level</b>	<b>Recommended Salary Schedule &amp; Level</b>
8143	Director, Military and Veterans Affairs	N23 R11	N23 R12

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATION****CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Secretary III Item No. 2102A NM 79K Non-Represented	Management Secretary III Item No. 2109A NM 83K Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Information Systems Analyst I Item No. 2590A NM 89F Represented
1	Welfare Fiscal Analyst Item No. 7993A NM 86G Represented	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented

The Senior Secretary III position provides secretarial support to the upper management position of Chief Physician I, which oversees the Bureau of Clinical Resources and Services. Reclassification was recommended to maintain consistency in the department with the level of secretarial support for managerial positions of similar level. Therefore, based upon the level of the respective supervisor to which this position reports and the overall scope of responsibility, we recommend upward reclassification to Management Secretary III.

The Senior Typist-Clerk position reports to an Information Systems Supervisor III and is assigned to the Business Information Systems Division. The position is responsible for eliciting and documenting user requirements of new systems and system enhancements. By definition, the Information Systems Analyst I is a classification which defines and analyzes requirements and business functions, defines functional system specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems. Therefore, we recommend upward reclassification to Information Systems Analyst I.

The Welfare Fiscal Analyst position reports to an Administrative Services Manager III. The position is assigned to the Civil Rights Section of the Human Resources Management Division, where it serves as lead Civil Rights Investigator, analyzing complex and highly sensitive cases, and supervising the work of Administrative Services Manager I investigators. Based on the level of accountability and supervisory responsibilities assigned, this position meets the allocation standard for Administrative Services Manager II, a classification which supervises a central staff unit providing budget, personnel or other administrative services. Therefore, we recommend upward reclassification to Administrative Services Manager II.

## **HEALTH SERVICES – ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
<b>Office of Nursing Affairs Division</b>		
1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented
1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	Assistant Nursing Director, Education Item No. 5287A N41 RN17 Non-Represented

The subject Assistant Nursing Director, Administration positions are assigned to the Department of Health Services (DHS) Office of Nursing Affairs Division.

The first Assistant Nursing Director, Administration position reports to the Director of Nursing Affairs, Health Services and is responsible for assisting the Director in the development, implementation, maintenance, and enhancement of DHS nursing services and programs. Duties include providing senior nursing management oversight for various sections (i.e., Nursing Care Administration, Educational Compliance, and Nurse Recruitment). The duties and responsibilities assigned to this position meet the allocation standards for the Nursing Director, Administration, a classification which functions as a senior nursing management team member with responsibility for planning, organizing, directing and controlling the total nursing staff and administrative programs of an operating unit. Therefore, we are recommending downward reclassification of this position to Nursing Director, Administration.

The second Assistant Nursing Director, Administration position will report to the aforementioned reclassified Nursing Director, Administration position and will provide direction and oversight for DHS Nursing and Allied Health Competency Assessment and Testing. The duties and responsibilities include overseeing the annual assessment; planning, development, and implementation of nursing and allied health competency programs; and tracking, monitoring, and reporting of competency results to the Board of Supervisors. The subject position will work with DHS Performance Management Unit and nursing and allied health leadership at each DHS facility in administering the disciplinary action process related to non-compliance with competency assessment and testing. The duties and responsibilities assigned to this position meet the classification definition and standards for the Assistant Nursing Director, Education, a classification which serves as an expert educational resource to nursing management and provides leadership for educational service and/or programs. Therefore, we recommend lateral reclassification of this position to Assistant Nursing Director, Education.

**HEALTH SERVICES – ADMINISTRATION (continued)**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
<b>Supply Chain Network Unit</b>		
1	Contract Program Auditor Item No. 4614A NM 88K Non-Represented	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Contract Program Auditor Item No. 4614A NM 88K Non-Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented
1	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented
1	Supply Officer II Item No. 2374A NM 86L Represented	Procurement Assistant II Item No. 2346A NM 76C Represented

In conjunction with Phase I of a departmental reorganization, a review of 24 positions from the Materials Management Organization to the Supply Chain Network Unit has been conducted and five (5) positions are being recommended for reclassification.

To provide appropriate staffing levels for the assigned functions, we recommend one (1) Contract Program Auditor position assigned to the Information & Communications Group be reclassified upward to Principal Information Systems Analyst. In addition, we recommend one (1) Contract Program Auditor, one (1) Senior Typist-Clerk and one (1) Staff Analyst, Health positions assigned to the Supply Chain Analytics Group be reclassified upward to two (2) Staff Analyst, Health and one (1) Senior Staff Analyst, Health, respectively. Lastly, we recommend that the Supply Officer II position assigned to the Network Purchasing Group be reclassified downward to Procurement Assistant II.

#### **HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Nuclear Medicine Technologist II Item No. 5803A NM 89B Represented	Nuclear Medicine Technologist, Special Procedures Item No. 5809A NM 91B

The subject position is assigned to the Department of Nuclear Medicine and reports to a Supervising Nuclear Medicine Technologist. This position is responsible for performing specialized nuclear medicine diagnostic studies using the latest available technology. By definition, the Nuclear Medicine Technologist, Special Procedures is a classification which performs specialized diagnostic nuclear imaging studies using a dual-mode scanner to produce high-quality three-dimensional images of the body. Therefore, we recommend upward reclassification to Nuclear Medicine Technologist, Special Procedures.

#### **HEALTH SERVICES – METROCARE NETWORK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Medical Stenographer Item No. 2183A N3M 73D Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented

The subject position is assigned to the Department of Pathology Residency Training Program, where it has primary responsibility for providing clerical support and reports to a Senior Physician functioning as the Chief, Anatomical Pathology. The position serves as the residency coordinator by performing a full range of specialized clerical support, which requires the application of residency program procedures to comply with multiple deadlines imposed by accrediting agencies. Duties include processing information, compiling data, maintaining office records, keeping a calendar and informing staff of deadlines. Additional duties include providing secretarial support to the Chief, Anatomical Pathology by preparing correspondence and medical reports from dictation.

The duties are more consistent with those typically performed by a Senior Typist-Clerk, a classification which performs skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend downward reclassification to Senior Typist-Clerk.



**HEALTH SERVICES – RANCHO LOS AMIGOS REHABILITATION CENTER**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Head Clinical Psychologist Item No. 8699A NM 103B Represented	Clinical Psychologist II Item No. 8697A N2M 99F Represented

The subject position is assigned to the Psychology Department and reports to a Chief, Psychological Services, where it performs the full-range of professional services relating to the diagnosis and treatment of psychiatric disorders. Responsibilities include providing direct patient care including assessment, evaluation, and consultation. Other duties include participating in interdisciplinary team conferences and crisis management as well as providing psychotherapy. The scope of work is consistent with the classification definition of the Clinical Psychologist II, a classification which serves as a staff psychologist at the full professional level by applying psychological principles in the following areas: assessment, treatment, research, training, and clinical consultation. Therefore, we recommend downward reclassification to Clinical Psychologist II.

**INTERNAL SERVICES DEPARTMENT**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
2	Inventory Control Assistant I Item No. 0735A NMV 66G Represented	Procurement Aid Item No. 2343A NM 68D Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Telecommunications Service Instructor Item No. 2439A NM 70F Represented

The subject Inventory Control Assistant I positions are assigned to the Materials Management/Procurement Management Section, where they serve as liaisons between vendors, internal customers and supervisors. Responsibilities include performing routine, emergency, and clerical tasks related to inventory control of the procurement of supplies, equipment and services as well as reviewing and verifying orders with Accounts Payable staff. The responsibilities meet the classification definition of Procurement Aid, a classification which prepares various procurement documents and maintains related clerical records and controls. Therefore, we recommend upward reclassification of these positions to Procurement Aid.

The subject Senior Typist-Clerk position is assigned to the Telecommunications Request Management Section. The position is responsible for instructing County employees in the use of various telecommunications systems and equipment as well as preparing training materials. The responsibilities are consistent with the classification standards for Telecommunications Service Instructor, a classification responsible for training County employees in the proper usage and service features of a variety of telecommunication systems. Therefore, we recommend upward reclassification to Telecommunications Service Instructor.

**PUBLIC HEALTH – PUBLIC HEALTH SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
2	Medical Record Technician II Item No. 1401A NM 70G Represented	Supervising Typist-Clerk Item No. 2219A NMV 67D Represented
8	Patient Resources Worker Item No. 9192N N3M 64K Represented	Community Worker Item No. 8103N NR 61L Represented

The subject Medical Record Technician II positions report to a Staff Assistant II and are assigned to Community Health Services. The positions supervise lower-level clerical staff providing clerical support to the Business Office, Medical Records, and Clinic Registration within Service Planning Areas 3 and 8, respectively. Responsibilities include ensuring established County rules, guidelines and policies are followed by subordinate staff; preparing performance evaluations; and reviewing and approving time sheets. The responsibilities and duties assigned to these positions are more consistent with the definition standards for the Supervising Typist-Clerk, a classification that supervises and performs a wide variety of general and specialized office clerical work and does skilled typing work. Therefore, we recommend downward reclassification to Supervising Typist-Clerk.

The subject Patient Resources Worker positions are assigned to the Office of Women's Health (OWH) and report to a Staff Analyst, Health. Duties include answering calls made to the multilingual hotline and assessing needs and eligibility for public programs as well as referring callers to appropriate organizations for services. Other duties include making presentations on women's health topics; promoting OWH services; administering scripted Heart Disease Risk Assessment tests; collecting information for the Human Papillomavirus research project; conducting follow-up surveys; and tracking and recording data. By definition, the Community Worker classification assists professional staff in providing direct health, mental health, or social services to clients and patients. Therefore, we recommend upward reclassification of these classes.

## **REGIONAL PLANNING**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Regional Planner II Item No. 4440A 101C Represented	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	Senior Application Developer Item No. 2525A NM 97B Represented
1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented	Senior Network Systems Administrator Item No. 2560A NM 97F Represented

The subject positions listed above are assigned to the Information and Fiscal Services Division, Systems Analysis Section.

The subject Regional Planner II position reports to the Chief Deputy and oversees the Systems Analysis Section, where it functions as the department's Chief Information Officer. The position is responsible for managing the Information Technology (IT) infrastructure and development as well as implementation, maintenance and administration of IT programs and projects including departmental websites, applications, databases and networks. The position also serves as the department's Information Security Officer and has responsibility for the departments' technical resources and assets, and the Annual Business Automation and Continuity Plans. The duties and responsibilities meet the allocation criteria for the Information Technology Manager I, a classification which is responsible for managing the staff and resources of a small division or large section that provide information technology services for business users. Therefore, we recommend upward reclassification to Information Technology Manager I.

The subject Senior Network Systems Administrator position reports to the Information Technology Manager I and is responsible for systems analysis and design. Specific duties include programming, testing, and implementing and maintaining the department's systems applications. The position performs database related functions approximately 25% of the time. By definition, the Senior Application Developer performs a wide range of application development related duties including analysis, design, evaluation, development, coding, testing and maintenance of complex application systems. Therefore, we recommend downward reclassification to Senior Application Developer.

### **REGIONAL PLANNING (continued)**

The subject Information Technology Technical Support Analyst II position reports to the Information Technology Manager I and functions as the department's LAN administrator. The position also serves as the assistant Departmental Security Officer and has responsibility for the department's IT asset management function; performing security protocols; securing and maintaining the network infrastructure and services; serving as lead to lower-level network staff, and managing various server operating systems. The responsibilities are consistent with the allocation standard for Senior Network Systems Administrator, a classification which provides comprehensive support of complex network and server operating system environments as well as performs a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. Therefore, we recommend upward reclassification to Senior Network Systems Administrator.